



# UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

200 E. Ferguson - 2<sup>nd</sup> Floor - Tyler, Texas 75702 - Tel. 903-590-1212x212 - FAX 903-590-1230  
Carol\_Thompson@txeb.uscourts.gov

## \*POSITION VACANCY ANNOUNCEMENT\*

Position: **Full Time Automation Support Specialist**

Location: **Plano, Texas**

CL-26 - Min. Beg. Salary \$ 33,637

Applications Due **No Later Than** 12/23/2002

Job Posting Number: # 2003-1

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The Clerk of the United States Bankruptcy Court for the Eastern District of Texas is accepting applications for an **Automation Support Specialist**. This generalist position will be located in **Plano, Texas**. The candidate selected for the position will perform user, PC software and PC hardware support duties, server and network support duties, and Unix system and court-specific application software support.

### **POSITION OVERVIEW AND DUTIES AND RESPONSIBILITIES:**

This position will provide automation support for the United States Bankruptcy Court for the Eastern District of Texas. Duties include the installation of hardware and software; trouble-shooting and repairing day-to-day user problems; performing basic repairs on PC equipment; performing back-ups on all systems; developing procedures and standards to ensure the validity and integrity of the back-ups; developing, running, analyzing and distributing ad hoc reports on various systems using appropriate tools; performing various data base maintenance duties as assigned; providing routine maintenance service on equipment and performing other duties as assigned. Travel to district offices is required for maintenance and installation of software/hardware, as well as installation of network and communication wiring. Physical efforts may be involved in moving, connecting or trouble-shooting hardware.

### **MINIMUM QUALIFICATION STANDARDS AND EDUCATIONAL SUBSTITUTIONS:**

The incumbent must be a high school graduate or equivalent, have two years of general experience, and three years specialized experience, including at least one year equivalent to work at the CL-25 level. Education above the high school level may be substituted for some of the general work experience. For general experience, 30 semester hours or 45 quarter hours equals nine months of experience. The person selected for this position must possess strong written and verbal communication skills in order to train non-automation personnel. He or she must be able to interact with automation staff and system customers in a positive, supportive manner.

### **SPECIALIZED EXPERIENCE:**

The incumbents are required to have technical skills, which may include experience with PC and web-based application developments, PC hardware, software, Novell LAN/WAN communications (TCP/IP); Windows 95/98/NT/2000/XP, DOS, UNIX, WordPerfect, Lotus Notes, Excel, Lotus 1-2-3, Access and other related applications. General knowledge of the functions and procedures of the court desirable; thorough knowledge of computer processes and capabilities, including programming language and data base management; good knowledge of word processing software and the ability to adapt it to local needs; ability to perform routine hardware maintenance and repair; and experience in computer equipment analysis, configuration and installation. The incumbent should have two years of specialized automation experience related to the court's data processing, office automation, and data communications systems; general understanding of automation terminology and methodology, including the completion of computer project assignments which involve systems analysis, design, and programming, as well as knowledge of Novell

Netware, Windows 95/98/NT/2000/XP, WordPerfect, Lotus Notes, and other related applications. HTML, PERL and ColdFusion a plus.

**PROCEDURE:**

Interested parties should submit an Application for Judicial Branch Federal Employment (AO78), along with a resume if desired, to Carol Thompson, Personnel, U. S. Bankruptcy Court, 200 E. Ferguson, Tyler, Texas 75702 **no later than** Monday, December 23, 2002. See the Court's web site at [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov) for the federal application and a detailed position vacancy announcement and application procedure. If you are unable to download the application, you may obtain an application at 903-590-1212 # 212 or at [Carol\\_Thompson@txeb.uscourts.gov](mailto:Carol_Thompson@txeb.uscourts.gov).

**INFORMATION TO APPLICANTS:**

All appointees are "at will" employees subject to a six-month probationary period. The court will not pay for any location or relocation expenses. The position (whether full time or part time) offers full federal benefits and is subject to mandatory direct deposit. Final candidates may be subject to a background check. **Applicants selected for a personal interview will receive a telephone call to schedule an interview. Only those applicants selected for an interview will receive communication from the court.**

\*\*\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*\*\*

12/2002